



January 29, 1936

Mr. Bruce Wiley
Mrs. Bruce Wiley
808 Elm
Norman, Oklahoma

Dear Folk:

Time alone will heal ills, and time alone will permit
the accomplishment of many duties.

I hope to your gratification and to the gratification
of each other member of Phantom Mask, copies of the Con-
stitution have been sent to all local members.

I trust that you will not make a too critical scrutiny
of this work. Not an expert typist....not at all
familiar with stencils.....but willing, I accomplished
a task....not perfect, but nevertheless consummated.

This copy is for your personal use.

Yours for bigger and better accomplishments.

Sincerely,

Mac
Harold McCollum

THE PHANTOM MASK
CONSTITUTION

PREAMBLE

We, the members of "The Phantom Mask", in order to create, foster, and maintain a spirit of loyalty, fellowship, and cooperation among those who ally themselves actively with radio dramatization among university and college people, and in order to provide a broader basis for the advancement and presentation of radio dramatizations in college broadcasting stations, do ordain and establish this constitution.

PURPOSE

The primary purpose of this organization is to promote an interest in radio dramatics among undergraduates of universities and colleges by mutual aid in both direction and presentation of radio drama.

Section 2. The secondary purpose of "The Phantom Mask", is to instigate and indorse the installation of courses in radio dramatics in universities and colleges.

ARTICLE I, Name, Colors and Insignia

Section 1. The name of this organization shall be "The Phantom Mask", an organization for college radio dramatics.

Section 2. The colors of Phantom Mask are black and silver.

Section 3. The emblem of the organization shall be masks, emblematic of drama, combined with a microphone.

ARTICLE II, National Committee

Section 1. The supreme government of this organization shall be vested in a National Committee consisting of the National Council and the President from each chapter, except that any chapter in arrears with the National Secretary-Treasurer shall not be entitled to representatives on the Committee. In case the present is unable to serve on the committee, he shall be replaced by an alternate chosen by vote of the chapter.

Section 2. The duty of the National Committee shall be to transact all business referring to the organization at large. They shall have power to raise money by levy of assessments upon the respective chapters.

Section 3. A 3/4 vote of the committee shall be required to transact business.

Section 4. A quorum shall consist of 3/4 of the National Committee, but a smaller number shall have the power to meet and adjourn to some fixed time and place.

Section 5. The Committee shall meet each year, the National Council to decide the time and place.

Section 6. Transportation expense of one delegate from each chapter and all of the expenses of the National Councillors shall be paid from the National Council fund. A statement of such expense shall be presented to the National Secretary-Treasurer, not later than ten days after adjournment of the National Committee.

ARTICLE III, Government of Fraternity

Section 1. The National Council shall be composed of three members, the National President, National Secretary-Treasurer and the National Historian.

Section 2. The duties of the National President shall be to preside at meetings of the Council; to inspect in person or to direct other councillors to inspect each chapter once every even numbered year. Report of each inspection to be sent to the National Council. Should conditions of a chapter be found unsatisfactory it shall be the duty of the National President to bring the same before the National Council which shall take measures for remedying the same.

Section 3. The duties of the National Secretary-Treasurer shall be to keep correct minutes of all meetings of the National Council, such minutes to include complete proceedings; and furnish each chapter with a copy of these minutes; to carry on all correspondence and keep a record of the transactions of the National Council; to have custody of all monies of the organization and to render to the National Council on the 15th of October of each year an itemized, certified, audited written report of all the receipts and disbursements of the preceding period,

copy of said report to be forwarded to each chapter by October 30 of each year. It shall also be the duty of the National Secretary-Treasurer to issue permits for the purpose of shingles.

Section 4. The duty of the National Historian shall be to keep records of all members of the fraternity on a form giving the name, the chapter, the date of initiation, school in which enrolled (dramatic art, law, engineering, arts and sciences, etc.); address, and other information as seen fit. The Historian is also required to keep the files of alumnae members up to date. The Historian shall be expected to keep a scrap book of all press notices concerning Phantom Mask.

Section 5. In addition to the National Council there shall be the office of Exchange Secretary, whose duties shall be to receive and send to all chapters all information and ideas submitted by individual chapters or found elsewhere that might be of assistance in the development of radio drama. This shall include the preparation for distribution of plays donated by the several chapters for the use of all.

Section 6. The duties of the National Council shall be to give prompt and careful attention to all matters concerning the welfare of the organization which may be brought before them.

Section 7. Should any chapter of this fraternity depart from the ideals and principles upon which it was founded, the National Council, after having informed each chapter of the conditions, shall have the power then upheld by a 3/4 vote of all the active chapters to revoke its charter and recall its constitution causing the chapter to cease to exist. From this decision there shall be no appeal. Should a chapter be revoked full alumnae rights and privileges are retained by the members thereof. Provided a chapter becomes inactive, its designation and place shall remain intact, and its full records shall be given to the custody of the National Secretary-Treasurer.

Section 8. The National Council shall have control of the general policy of the organization.

Section 9. Election of National Council. The National Council shall be elected by the National Committee. At the first meeting (1933) the Committee shall elect the entire Council. Thereafter, the President shall be elected each year, to serve for one year. The National Secretary-Treasurer shall be elected each even year, to serve two years, and the National Historian shall be elected each odd year, to serve two years.

Section 10. The National archives of the fraternity shall be located with the Alpha Chapter at Norman, Oklahoma, and shall be under the jurisdiction of the National Council. It shall be the duty of the National Council to appoint a Keeper of the Archives who shall be responsible for their safe-keeping.

ARTICLE IV, New Chapters

Section 1. Chapters of Phantom Mask shall be established only upon petition in writing of not less than five eligible students of some regularly incorporated university or college. The character and qualifications of such petitioners must be approved by the committee of radio of that institution.

Section 2. The petition shall contain the following:

- A. Name and location of institution
- B. Signatures of petitioners with year of graduation
- C. Signatures of faculty members approving petition.

Section 3. The fee for national charter shall be \$15 dollars for the first five members, plus 2 dollars 50 cents per member for each charter member over five, payable before installation.

Section 4. A unanimous vote of the National Council with a 3/4 vote of the active chapters shall be required to grant a charter.

CHAPTER GOVERNMENT

ARTICLE V, Officers of Chapter.

Section 1. The officers of each chapter shall consist of a president, vice-president, secretary-treasurer, corresponding secretary, historical and chapter advisor.

Section 2. The duty of the President shall be to preside over the meetings of the chapter and to order written reports made as required by the National Council.

Section 3. The duty of the vice-president shall be to preside in the absence of the President; to keep himself posted on the physical, moral and intellectual welfare of the members and to make special reports to the chapter in open meeting when in his opinion it becomes necessary!

Section 4. The duties of the secretary-treasurer shall be to keep correct minutes of all meetings of the chapter and to file all reports of officers; to have custody of all monies of the chapter; to keep account of all receipts and disbursements; make all remittances when so ordered by the chapter and render itemized written report twice during the school year, and a verbal one at each meeting.

Section 5. The duties of the corresponding secretary shall be to carry on all correspondence of the chapter and to receive all communications addressed to the chapter.

Section 6. The duties of the chapter historian shall be to keep a correct card index of the latest known addresses of all members of the chapter; carry on all correspondence concerning same with the National Secretary.

Section 7. Each chapter shall elect a chapter advisor to hold office for an indefinite period to be replaced at the regular meeting at the discretion of the chapter. The chapter advisor shall be an alumnus or an associate member whose duties are to offer helpful and judicious advice whenever he sees fit or is called upon.

Section 8. Officers shall be elected the first meeting in March and assume their duties at the next regular meeting.

Section 9. Nominations and elections shall be by secret ballot. Officers shall be nominated by informal ballot, the two receiving the highest number of votes being declared the candidates. A majority of the votes cast on these two candidates shall constitute an election.

Section 10. Each chapter shall have as a guiding committee, an executive committee, composed of the President, the past President and the chapter Advisor, whose duties shall be to meet frequently and consider plans for the good of the chapter and organize the business to come before the next general chapter meeting, so as to expedite the transaction of such business. Their acts must all be approved by a majority vote of the general membership.

ARTICLE VI, Membership

Section 1. Any white person duly registered in any of the regularly incorporated universities or colleges shall be eligible to active membership in this organization.

Section 2. Active members. Active membership shall be limited to those graduate and undergraduate men and women in the universities and colleges who are deeply interested in radio drama, and who are qualified under three limitations; namely: six hours of air time, five hours of which must have been completed over the college-owned broadcasting station at the college in which membership is granted, and one of which may have been completed in any other station; three major roles and outstanding work in at least three roles. Unanimous consent of the membership is necessary for admission. The record of roles of those applying for membership must be presented for consideration of the chapter. Candidates may be pledged at the completion of four hours of radio time upon unanimous consent of the membership. Initiation may not follow before the satisfactory completion of at least two additional hours of radio dramatic work, not to exceed one hour of which must be completed in sound effect and other technical duties at the discretion of the membership. The remaining hour to be completed by acting in radio plays or in other dramatic work as the membership shall direct. Initiation fee shall be \$2.50.

Section 3. Associate members. Associate membership may be conferred upon faculty members and others especially interested in the ideals and purposes of this organization. Associate members shall not be privileged to vote unless the chapter, by unanimous action, grants this right for a period not to exceed one year. Initiation fee \$1.50.

Section 4. Alumni members. An alumni member is a previously active member who has received his or her degree from college or university in which there is a chapter of "The Phantom Mask". A fee of 1.00 dollar per year or 10 dollars for

life membership is to be charged all those wishing to remain on the rolls as alumnus members.

Section 5. Honorary members. Honorary membership in this organization may be conferred only by the consent of all the chapters. Such honor to be conferred upon men and women who are prominent in radio drama, radio announcing, or radio program management.

Section 6. Any active member may propose any eligible person for membership.

Section 7. A unanimous vote shall be required to elect to membership in this organization, ballot of same being secret.

Section 8. Each member of this organization shall be designated by a number in order of receipt of National Council fee.

Section 9. Any active or associate member in good standing may be transferred from one chapter to another by petition of the member concerned to the National Secretary-Treasurer. Transfers from one chapter to another procure all rights and privileges granted to members of the chapter to which the transfer is made.

ARTICLE VII, Expulsion of Members.

Section 1. An active member may be expelled by the chapter of which he is a member by a ~~4/5~~ vote of the chapter upon charges signed by four active members after a thorough investigation of the charges has been made and the member so charge has been granted an impartial hearing.

ARTICLE VIII, By-Laws of Chapter.

Section 1. Any chapter of this organization may make by-laws for its government which do not conflict with the constitution. Said by-laws shall be submitted to the National Council for ratification.

ARTICLE IX, Policy.

ARTICLE X, Amendments.

Section 1. The constitution may be amended by a 3/4 vote of the active chapters and the National Council. The amendments being proposed in the regular open meeting of each chapter and allowed to lie over to the next meeting (regular meeting and a statement of the vote certified to by the officers of the chapter shall be forwarded to the National Council.